

Name		
Address		
City	State	ZIP+4
Phone ( )	E-mail address	
Company (optional)		

## Workshop Registration

Friday, October 21, 2005

Mail copy of this registration form to:

Dept. of Labor & Industries

Attn: Shari Purves-Reiter

PO Box 44400

Olympia WA 98504-4400

OR FAX to: 360 902-5292

OR Call: 360 902-4733

Select one class in each time frame by checking the corresponding box.

PLEASE make Copy of this registration for your reference at the workshop.

Time	Room	Course Title	
<b>7:30 AM</b>	Check-in and networking		
<b>8:00 AM</b>			
<input type="checkbox"/>	Lecture Hall	State Taxes – Sales, Use & B&O	55 Minutes
<input type="checkbox"/>	Core Building	Prevailing Wage	
<input type="checkbox"/>	Library	Resolving Conflict	
<input type="checkbox"/>	Portable A	Asbestos Overview	
<input type="checkbox"/>	Boat Loft	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	Portable B	New Contractor Overview	
<b>9:00 AM</b>			
<input type="checkbox"/>	Lecture Hall	Bidding, Estimating and the Bottom Line	1 Hour 20 Minutes
<input type="checkbox"/>	Core Building	Accident Prevention / Safety	
<input type="checkbox"/>	Library	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Portable A	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Boat Loft	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	Portable B	New Contractor Overview	
<b>10:30AM</b>			
<input type="checkbox"/>	Lecture Hall	Bidding, Estimating and the Bottom Line	1 Hour 30 Minutes
<input type="checkbox"/>	Core Building	Accident Prevention / Safety	
<input type="checkbox"/>	Library	The Essentials of Small Business Planning	
<input type="checkbox"/>	Portable B	Lead in Construction Overview – CTED and L&I	
<input type="checkbox"/>	Boat Loft	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	Portable A	How do I Protect Myself and My Business?	
<b>12:00PM</b>	Lunch – on your own		School Café will be Open
<b>12:45PM</b>			
<input type="checkbox"/>	Lecture Hall	Construction Contracts – What you should know!	2 Hours
<input type="checkbox"/>	Core Building	What Safety Rules Apply to my Business	
<input type="checkbox"/>	Library	The Essentials of Small Business Planning	
<input type="checkbox"/>	Portable B	Overtime and Break periods	
<input type="checkbox"/>	Boat Loft	Hiring Employees – What you should know!	
<input type="checkbox"/>	Portable A	Electrical Licensing 101 *	
<b>2:50 PM</b>			
<input type="checkbox"/>	Lecture Hall	Construction Contracts – What you should know!	1 Hour 10 Minutes
<input type="checkbox"/>	Core Building	Green Building	
<input type="checkbox"/>	Library	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Portable B	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	Boat Loft	Dealing with Difficult Customers	
<input type="checkbox"/>	Portable A	Job Site Safety Set-up	
<b>4:00 PM</b>			
<input type="checkbox"/>	Lecture Hall	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	Core Building	Have you done your weeklies? Tool Box Talks	
<input type="checkbox"/>	Library	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Portable B	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	Portable A	Elevator	
<input type="checkbox"/>	Boat Loft	What Are All of Those Numbers and Where do They Come From	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other \_\_\_\_\_

**Classes will be located in the  
Wood Construction Center  
Corner of 23<sup>rd</sup> Ave S & S. King Street  
Seattle, Washington 98144**

☐ Yes, I'm interested in Plumbing Continuing Education Credit which will require attending the two (\*) required classes plus two others for a fee of \$48.00.



# Free Training for Construction Contractors

**Where: Wood Construction Center**  
**Corner of 23<sup>rd</sup> Ave S and S. King Street**  
**Seattle , Washington 98144**

**When: October 21, 2005, 8:00 AM – 5:00 PM**

**Check-in and networking begins at 7:30 AM**

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention Plan?
- Would you like to learn how to **avoid common customer complaints**?
- Do you have a **written** Business Plan?
- Have you ever wondered whether or not you should **incorporate your business**?

**All of the experts that can answer these questions and many more have been gathered together to bring you this Construction Contractor Training Day.**

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## Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Cindy Hanson, Prevailing Wage Technical Specialist, a 23 year Labor and Industries veteran with 10 years in prevailing wage.

**Everything You wanted to know about your L&I Account** (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Faye Lee, Policy Management Supervisor, a 15 year L&I veteran and Diane Doherty, Risk Manager, L&I.

**Get Money Back from L&I – Say It's So!** (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Ann Jarvis, Vice President of Safety & Education for Associated Builders and Contractors of Western Wa. (ABC), and a 30 year construction industry veteran, and Diane Doherty, Risk Manager with 19 years experience.

**Managing Claims to Control Your Industrial Insurance Costs** (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Gail Richardson, and Gayleen Lake, Claims Unit Supervisors, Labor & Industries.

**New Contractor Overview** (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Contractor Registration Technical Specialist at L&I.

**Overtime and Break Requirement** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Janis Kerns, Industrial Relations Technical Specialist with Labor and Industries.

**Asbestos Overview** (*All contractors*) – Asbestos has been used in over 3,000 building materials and may be a hazard during renovation or demolition work in any existing structure. We will review state requirements for evaluating asbestos hazards and contractor responsibilities for proper handling of asbestos in their workplace and providing reference tools. Presented by John Stebbins, Industrial Hygienist, a 6-year L&I veteran.

**Saving Money on Your Unemployment Insurance Costs** (*Contractors with employees*) – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Cathy Petrie, Administrator, Employment Security.

**What Safety Rules Apply to my Business?** (*All contractors*) – Overview of Chapter 296-155 WAC – Safety Standards for construction work, resources, tools and related standards. Presented by Victoria Myles, Labor and Industries Safety Consultant.

**Accident Prevention Plans / Safety** (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Victoria Myles, L&I, Safety Consultant.

**Job Site Safety Set-up** (*All contractors*) – Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by John Carlson, Safety Director for Associated General Contractors.

## Course Descriptions and Presenters, continued

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability** (*All contractors*) – Learn your requirements and responsibilities when hiring "independent contractors". This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Doric Olson of Labor and Industries and a team of experts from L&I and Employment Security.

**\*Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumber CEU course)

**\* Electrical Licensing 101** (*All contractors*) – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is "Grand fathering"? How do you file complaints? Presented by Valerie Valencia, Electrical Licensing Supervisor. (Plumber CEU course)

**State Taxes and the General Contractor** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**The Essentials of Small Business Planning** (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented Robert Dorse, SCORE Seattle District Director

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

**Bidding, Estimating and the Bottom line** (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Ray Gilbride, President of the National Subcontractors Association with over 20 years construction industry experience.

**Resolving Conflict** (*All contractors*) – Essential skills for understanding and resolving conflicts encountered in business. Build your negotiation and people skills. Presented by Steve Mason, Vice President of the National Subcontractors Association.

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with LinvilleUrsich, PLLC.

**What Are all Those Numbers and Where do they come from?** (*All Contractors*) - Contractors are asked for a variety of numbers and rates in bidding new jobs, including Experience Modification Rate (EMR), Lost Workday Incident Rate, (LWDI), (Injury and Illness) Frequency Rate, Severity Rate, and OSHA Recordable Incident Rate. We'll look at what each means, where to find them, and/or how they're calculated. Presented by Diane Doherty, 19 year L&I veteran.

**Tips on Handling the Difficult Customer** (*All contractors*) – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Erin May, Public Relations Manager of the BBB.

**Have you done your weeklies?** (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Presented by John Carlson, Safety Director for Associated General Contractors.

**How do I Protect Myself and My Business?** (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to limit competition by using non-compete and non-disclosure agreements in your business. Presented by Seth Millstein, attorney with Linville Ursich PLLC.

**Lead in Construction Overview – CTED and L&I** (*All contractors*) – Learn about the WISHA worker protection requirements associated with lead and CTED Lead-based paint training and certification program. Presented by Cheryl Christian, Industrial Hygienist from Department of Labor and Industries, WISHA Policy and Technical Services and Michael Bergman of CTED (Community Trade and Economic Dev).

**Hiring Employees – What you should know** (*Contractors with employees*) – Learn what pre-employment questions you can ask a prospective employee, how to find and retain great employees and get an overview of civil rights laws. Presented by Idolina Reta, Special Assistant, WA. State Human Rights Commission, 37 year Commission Veteran.

**Elevator Alterations** (*All contractors*) – What are the requirements to make alterations to elevators or conveyances – presented by Jack Day, L&I Elevator Chief.

**Green Building – What is it all about?** (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate, provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, BIAW

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400



## Free Training for Construction Contractors October 21, 2005 Seattle, Washington

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- Would you like to learn how to **avoid common customer complaints**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Nine different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>  
OR call 360 902-4666.